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ABSTRACT

These standards for library functions at the state level are presented to aid the state library agency in planning and developing the services and resources essential to its users. The standards are presented in eight chapters: (1) The State and Statewide Library Development; (2) The State and Financing Library Programs; (3) Statewide Development of Resources; (4) The State and Information Networks; (5) Library Services to State Government; (6) Organization of State Library Services; (7) Personnel; and (8) Physical Facilities for State Library Services. A brief introduction to each chapter discusses the area involved, and each of the 67 formal standards statements is followed by comments or a brief discussion of factors involved in the standard's implementation. Additional clarification of specific standards is provided by two appendices: State and Local History--The State's Responsibility for Collection and Care; and The Relationship and Responsibilities of the State Library Agency to State Institutions. (BBM)

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STANDARDS FOR LIBRARY FUNCTIONS AT THE STATE LEVEL

Prepared by

SUBCOMMITTEE FOR LIBRARY FUNCTIONS
AT THE STATE LEVEL
ASSOCIATION OF SPECIALIZED AND
COOPERATIVE LIBRARY AGENCIES
AMERICAN LIBRARY ASSOCIATION

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Third edition

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AT THE STATE LEVEL
ASSOCIATION OF SPECIALIZED AND
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PREFACE

The first edition of Standards for Library Functions at the State Level appeared in 1963, following six years of intensive study and research which included the 1930-62 national survey of state library agencies. At the time the original standards were published, ASCLA (then the American Association of State Libraries) appointed a Standards Evaluation Committee "to make a continuous review of the STANDARDS FOR LIBRARY FUNCTIONS at the STATE LEVEL. . . ." In keeping with this charge, the Standards Review Committee (the committee's current name) in 1968 and 1969 began work updating the original document, the result being the major revision published in 1970. Ten years later, in recognition of the tremendous changes undergone by the library profession in the intervening years, the Standards Review Committee appointed a subcommittee to begin revising the 1970 standards. The Standards for Library Functions at the State Level now in hand is the result of over four years of intensive work.

Subcommittee on Standards for Library Functions at the State Level

William Asp
Donna Good
Joseph Shubert
Gary Strong
Barbara Weaver
Denny Stephens, Chairperson

INTRODUCTION

Library functions financed and administered at the state level are operated under a variety of organizational structures. The functions described in these standards may be performed by a single state entity or by state officials, planners, and managers of the functions. For our purposes these entities are referred to as the state library agencies.

Standards for library functions at the state level are presented to aid the state library agency in planning and developing the services and resources essential for its users. The state library agency must ensure that the library and information functions needed in the state are performed or are made available from outside the state.

It is intended that the state library agencies will use these standards as an aid to their planning process. This process will include, but need not be limited to:

1. Study of each function in context with the library and information services environment
2. Delineation of the amounts of resources to be provided and levels of performance to be financed for each function
3. Evaluation of the state's support and development of these functions.

Crucial for each state is its plan for development which can be directly related to the functions and its delineations of these standards. Some critics will contend that standards should state precisely "what and how much." The subcommittee agrees and offers this revision in light of state library agencies' participation in increasingly sophisticated planning over the past two decades and the more recent acceptance and recognition of planning processes by other library sectors. Each state library agency has an obligation to use its planning process for determining and declaring "how much" will be adequate for each of the standard functions it manages and/or finances.

The subcommittee used the following methodology: It developed and issued a checklist used to survey the opinions of representatives of the state library agencies, American Association of Law Libraries, American Association for Information Science, Association of American Library Schools, Association of Research Libraries, Medical Library Association, Urban Libraries Council, Special Libraries Association, Society of American Archivists, and ALA units. The checklist asked whether each of the 75 standards and two appendixes of the 1970 edition of Standards for Library Functions at the State Level should be retained, modified, or deleted. Respondents were asked to provide exact language for their suggested modifications. The responses showed that a sizable majority favored retention of the standards with only a few to be updated and one deleted. Several respondents desired the reformating and/or consolidation of one or more standards. Subcommittee members were assigned chapters and undertook revisions, taking into consideration the results of the survey.

In presenting these standards there has been a conscious effort to avoid standards for functions which are the responsibility of a library other than the state library agency. Particularly excluded are those for which another division of the American Library Association or an organization recognized by it has responsibility. Standards adopted by these ALA units or recognized affiliates are recognized by the subcommittee.

Shall and should have been used in conformity with ALA practice.

Appendixes A and B are included because the functions they cover are financially assisted by state library agencies or are administered by them in some states.

Chapter 1
THE STATE AND STATEWIDE LIBRARY DEVELOPMENT

The information needs of today's citizen require a diversity of easily accessible resources and services. A strong library agency at the state level must have the legal authority and financial support to respond to the consumer's needs through a coordinated statewide library system. Such assistance calls for an agency which leads, participates in, and coordinates the total library planning and development within the state.

Various types of libraries and agencies have been established by the states to carry out library functions. In this document, the term state library agency refers to the appropriate unit of government responsible for the function specified in each standard.

1. The state library agency, in fulfilling its responsibility at the state level, shall ensure that library functions essential to meeting a majority of the information needs of its citizens are defined and provided by an appropriate agency and are regularly evaluated.

   The state library agency should adopt and carry out a role of leadership that permits maintenance of an overall view of library functions within the state in context with its statutory responsibilities.

2. The state library agency shall exercise leadership and participate in the development of plans for providing service through all types of libraries. It shall take initiative in marshalling individuals, groups, and agencies to engage in such planning.

   Planning presupposes the development of a climate of cooperation among the participants. Planning should be done in conjunction with statewide library development groups. The state library agency should stimulate as well as coordinate the planning and assist in it. Leaders in all libraries and organizations concerned should be encouraged to question, suggest, and react to any proposed plan. The plan should

document the present and anticipated needs for library service, as well as the kinds and quality of services, information, and resources necessary to meet these needs. The plans should provide for monitoring accomplishment and for evaluation.

3. The state library agency shall continuously review both state and federal legislation affecting library service in order to encourage compatibility and to maintain a legal climate conducive to the growth and development of library services.

   Most library service derives from state law supplemented by federal law. In addition, there are the general laws—for personnel, for financial operation—which affect libraries as well as other government offices. In particular, state legislation should permit the types of library structure—countywide, regional, federated, cooperative, and contractual agreements—called for in the state development plan (see Standard 2). The state library agency shall exercise leadership in proposing and supporting needed legislation.

4. The state library agency shall encourage and facilitate cooperative library services.

   Authority for all types of libraries to join in the provision of cooperative services shall be provided by statute, including provision for cooperation across state lines.

5. The state shall gather, compile, interpret, publish, and disseminate statistics on the resources and services of all types of libraries in the state, including the state library agency.

   The state library agency shall be a central information source concerning the libraries of the state. Statistics are a tool in state planning and development for which the state library agency has a direct responsibility. This responsibility and the requirement that libraries furnish pertinent information shall be written into state law. The information shall be analyzed to determine trends and needs in library services and shall be available promptly to the public.

   The statistics gathered by the state shall be designed to provide a common core of comparative data by local, state, and national levels.

6. The state library agency shall cooperate with the U.S. Department of Education to ensure that the library statistics collected are comparative with those of other states.

   The state library agency shall publish an annual report

which provides information about services, the status of library development, and the expenditure and distribution of state and federal funds.

7. The state library agency shall initiate and encourage research, planning, and evaluation relating to the library service and information needs of citizens and to alternatives for meeting these needs.

   To fill its leadership role in statewide library planning and development, the state library agency shall conduct and/or promote research programs that identify the library resources and programs to meet the needs. Planning must be a continuous process with citizen participation. It requires a continuous backup of reliable analytical information to aid development of dependable guidelines for immediate and long-range library planning.

8. The state plan shall indicate library functions and services financially assisted or coordinated at the state level, the structure by which they are coordinated, the access to them by all types of libraries, and the standards to be used in planning and evaluating them in terms of use by citizens.

   Local services and resources to meet regular local needs shall generally be local responsibility. Infrequent or special needs of citizens shall be met through services or resources coordinated or provided by the state.

9. Every library within the state shall be encouraged to participate in interlibrary cooperation so that every resident shall have access to the total library resources of the state.

   A service structure is necessary so that the unserved localities may have access to regional and statewide services. State development efforts should be directed to the role of leadership in stimulating and guiding localities in the development of their services and facilities. Consultation, demonstration, and financial assistance are means that can be used for this purpose. Where local resources are inadequate, the state library agency should encourage contractual arrangements or mergers.

10. Localities without ability to pay for local library services shall be provided equal access to services, and the state shall subsidize and assist in their access.

    The state library agency shall adopt criteria for determining a locality's inability to pay for local library services

due to sparse population or low economic base of special user needs.

11. The state shall assure that everyone has access to more comprehensive resources and specialized staff in addition to the resources available within the local area.

The state library agency has responsibility for developing access to library resources throughout the state. The state library agency should facilitate the participation of libraries in networks for sharing resources and services.

12. The state library agency shall make provisions for access to reference, bibliographic, and interlibrary loan services which supplement local libraries through use of technology and networking.

Unmet information requests of any locality should be referred as needed to draw upon the full resources in the state and the nation.

13. The state library agency shall make provision for consultants sufficient in number and ability to stimulate all libraries to develop their full potential.

Consultation means individual or small-group contact to help libraries to attain goals and objectives and to deal with specific needs and problems. The consultants provide guidance on problems of concern to local personnel, assistance in identifying problems not clearly recognized, and identification of opportunities for increased or improved performance to specific age groups (children, young adults, the elderly). Consultants help implement the statewide program set forth in the state plan (see Standard 2).

State library agency consultant service shall emphasize guidance in special and changing aspects of library service. The state library agency can encourage improved performance of services which require new or specialized expertise through staff development and continuing education and by providing consultant services in such specialized areas as automation, computer technology, cost analysis, resources (physical, personnel, material), preservation of materials, planning, evaluation, and aspects of administration.

The state library agency must recognize its responsibility for providing guidance in some special aspects of service such as: to persons of all ages who are disadvantaged, disabled, or institutionalized; persons who have limited English-speaking ability; and persons who are in business, industry, the professions, and government. The state library agency should

coordinate, wherever appropriate, the consultant services with those provided at other levels in order to eliminate unnecessary duplication of expense and effort.

14. The state library agency shall share responsibility for interpreting library services to state government and to the general public, and for promoting a climate of public opinion favorable to library development. It shall develop and implement a plan for reporting conditions and opportunities to citizens and government officials.

The potential of library service must be understood by the citizen and the legislator. The individual should recognize the ways in which a sound library program can be of service.

The state library agency should provide professional public relations leadership, either through its own staff or by contract with public relations firms, to inform the entire public of the services and needs of the total library complex of the state.

15. The state library agency shall assist in developing and retaining adequate library personnel resources in the state.

A formal program of recruitment to the profession should be established for encouraging state residents to enter the profession, with particular emphasis on recruitment of adequate numbers of minority persons. Recruitment includes attracting competent workers to the state. Placement service for libraries and librarians shall be available.

16. The state library agency shall provide a program of continuing education for library personnel at all levels, for trustees, and for state and local government officials who have authority or responsibility for libraries.

Opportunities for keeping abreast of new developments in library service shall be provided to librarians, administrators, trustees, and officials.

The state library agency shall develop and coordinate a statewide system of continuing education in cooperation with library education programs, library associations, library systems, and libraries.

The state library agency shall cooperate with library schools to provide institutes and other courses, work with professional and other library associations and related groups to conduct meetings and seminars, and sponsor meetings, seminars, and workshops for continuing education.

17. Certification regulations covering professional positions in pub-

licly supported libraries shall be followed in administering financial aid.

Whenever state funds support any aspect of library service, certified staff should be required in order to ensure effective use of the money.

Chapter 2
THE STATE AND FINANCING LIBRARY PROGRAMS

The state has responsibility for financing library services to its branches of government and for services for its citizens through their local, publicly supported libraries. The cost of local, publicly supported libraries shall be shared by the state and the local units of government to ensure equal access to statewide services and to assist these libraries to meet the standards recognized by the state agency. Such aid shall be available on condition that the local library meets the criteria for eligibility as stated in the state plan and that the governing body of the local library has adopted a plan acceptable by the state for achieving its recognized standards and one which maximizes its ability to pay for services.

18. The state library agency shall include as part of the state plan an estimate of the costs of implementing the plan and shall identify the costs for which the state will provide financial support or assistance.

The plan shall include fiscal estimates for:

- service to the branches of state government
- aid for local publicly supported libraries of all types for achieving standards
- statewide library resources and services for use by citizens through their local publicly supported libraries
- aid for organizing units with ability to pay for library services at levels of state standards
- assistance to local libraries that share existing resources or services in a manner consistent with their standards.

The plan shall include:

- standards for serving branches of state government
- eligibility criteria for local publicly supported libraries to qualify for state funds that shall include:
  - a minimum level of local support

ability to pay and effort to pay

performance criteria for progressing toward the standards for the local library which shall be required for continuing to qualify for state funds

standards for statewide library resources and services which supplement the state-recognized standards of the local publicly supported libraries

eligibility criteria and expected performance standards for state-assisted programs for sharing resources and services.

19. State law shall provide authority for governmental units below the state level to establish and publicly support library services, to acquire services by contract, or to organize interlocal units for library service purposes.

State regulations should establish the minimum level of revenue-producing capability required for such units to establish or contract for library services.

20. The state shall provide financial assistance in organizing or reorganizing library units into adequate units with ability to pay for services.

Consistent with the underlying principle of state financial aid to libraries is the use of state funds to help bring about fiscally capable library units. Such money may be used for demonstration grants to show services.

21. The state shall share in the costs for local publicly supported library services and facilities as authorized by statute and state plan.

The state plan shall identify the levels of financial support and service which local publicly supported libraries will achieve in context with their effort and ability to pay. In order to qualify to receive state financial aid, the agency shall establish in the state plan the criteria for eligibility. The function of the state is not to make up for lack of local effort or for poor local organization. The agency shall set standards of performance which local libraries shall maintain in order to be entitled to receive financial aid. State financial aid for local libraries shall be designed to equalize financial ability for resources and services across the state or provide access to these by all citizens. A minimum standard for the cost of library service shall be established, with the portions to be provided by the locality and the state in the state plan. The state share may be greater for those localities where a

reasonable financial effort will not provide the local portion; in these cases the state equalizes resources. Areas requiring special help may be remote districts with very sparse population, governmental units with limited resources, and/or services provided by the state. Libraries shall submit a plan for achieving their standards. The plan shall be approved by the agency, and in subsequent years the library shall show evidence of adherence thereto and of achievement. Aid shall not perpetuate library units which have no prospect of progressing to the point where people can get needed service or which are unlikely to have resources necessary to offer quality library service in a cost-effective manner.

22. Grants to local libraries are conditional on the governmental unit's or appropriating body's meeting eligibility criteria and participating in programs set forth by the state plan.

    Grants should not be made to libraries which cannot make effective use of them because of inadequate organization, personnel, or financial effort. Grants will be provided to libraries which under the state plan make available their resources and services to persons outside their legal service area. Service will be built on strengths of existing libraries rather than duplicating what already exists. Grants shall be made to libraries for which the agency determines there is extensive use by people from outside the agency's service area, and provision for such grants shall be included in the state plan.

23. Federal funds shall be used in a manner consistent with the federal act and the plan or application under which they are received by the agency.

Chapter 3
STATEWIDE DEVELOPMENT OF RESOURCES

The total library and information resources of the state must be developed, strengthened, and coordinated as a whole. On this foundation can be built a strong structure of library services to individuals, societal groups, and government agencies. The speed and accuracy with which all the library and information resources within a state are made accessible for user needs are determined by the degrees of success achieved in mobilizing the state's total subject and reference resources in an information network. Resources will be

underutilized when relationships between the various types of libraries are informal and loosely structured. To this end, the state library agency should (1) assist in the definition of roles, (2) assess strengths and weaknesses, and (3) foster formal cooperative agreements to make certain that full library services and total library and information resources are accessible to meet all user needs.

24. Each state shall have a comprehensive, long-range plan for developing, coordinating, maintaining, and improving the total library resources which affect the socioeconomic, political, cultural, intellectual, and educational life of the state.

    State library agencies shall provide leadership and participate with other librarians and library interests in developing and coordinating the plan for building and using the total library resources within the state. Interstate compacts should be undertaken for joint acquisition of resources which would be available to all members of the compact.

25. The informational resources within or accessible to each state shall include in addition to books other printed materials in original, miniaturized, or electronic form and nonprint materials of all kinds.

    Each state should be responsible for acquiring, organizing, storing, and developing means of rapid information retrieval of graphic records and for assuring access by all citizens.

26. The state through its state library agency shall exercise leadership in maintaining freedom to read and freedom of access to materials which present varying views on controversial issues.

    Citizens shall have access to the state library resources. The state library agency shall ensure that legal channels are used if necessary to prevent censorship of materials. The basic policies which shall control access to resources reflecting various views are set forth in "The Freedom to Read" statement and the "Library Bill of Rights."*

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*"The Freedom to Read" statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953. Revised January 28, 1972, by the ALA Council.

"Library Bill of Rights" was adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

27. An important component in statewide resources shall be a general collection of sufficient size and scope to supplement and reinforce resources of other libraries.

The size and scope of the general collection should relate to other resources, both within and outside government. The holdings of existing libraries may be used to supplement the resources of libraries. Resources available through interstate compacts and other contractual arrangements may be needed to meet this standard. The state shall share in the financing of the facilities on which it depends.

28. The state shall maintain current information on present and potential public policies and state responsibilities as an important component of statewide resources.

This information serves government directly and is also a resource for all citizens.

29. The library resources in state agencies and the resources in libraries associated in cooperative agreements shall be available through the following means: (1) machine-readable records of files and other holdings, (2) bibliographies and indexes of state materials, (3) rapid communication systems among libraries, (4) interlibrary loan and interlibrary reference provisions, (5) duplication equipment for supplying copies of material that cannot be loaned and computer capabilities to allow for electronic transmission of information. State collections, holdings in large public libraries, college and university collections, and private research facilities shall be included in this information network.

30. Subject and reference resources shall be available through sharing arrangements which provide access to such resources within a reasonable length of time.

Normally these resources will be provided from the collections of existing libraries, which broaden their service area under the state plan. They should have state financial assistance to meet these obligations. Libraries providing these resources should be part of the state network.

31. The total resources, in each state, including all forms of communications media, be made available to users throughout the state.

New forms of communication, such as microreproductions, computer software, and computer databases have assumed great importance. Films, videotapes, filmstrips, slides, and recordings also constitute valuable educational materials for schools, organizations, and individuals. Plans for their

coordinated provision shall be developed, involving the various agencies, libraries, and other organizations.

32. Resources available within each state should include a full range of reading materials for blind and handicapped persons.

Talking books on discs and tapes and books in braille are made available from the Library of Congress through regional centers. Books in large print should be purchased for the visually handicapped and captioned films made available for the deaf. The state is responsible for services which achieve the level set forth in Revised Standards and Guidelines for the Library of Congress Network of Libraries for the Blind and Physically Handicapped* (ALA, 1984), including publicizing the availability of such resources and promoting their use for the blind and other handicapped people. Working through appropriate agencies and institutions and with professional personnel in contact with such persons, the state should identify the blind and other handicapped eligible for these services and guide them in their use. Responsibility extends to financial contribution by the state if these special resources are administered by a nonstate agency.

33. Provision for library and information materials in languages other than English and multilingual access to them shall be planned for and coordinated at the state level. Persons who will be using these materials should be involved in the planning.

Chapter 4
THE STATE AND INFORMATION NETWORKS

Public libraries have charted new courses in library development through establishment of the system concept; school systems are organizing their libraries into coordinated media programs; and in academic circles a definite trend is evident in the establishment of consortia. A new direction in library service, therefore, becomes clear. These groupings of libraries must be linked in a defined relationship with each other and with other information services to form "networks of knowledge."

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*When Standards referred to in this document are superseded by a revision approved by the American Library Association, the revision shall apply.

A system is an association of similar types of organizations working together. A network is a combination of diverse information sources linked in a formal relationship. The role of the state library agency thus takes on added significance in its responsibility to lead, coordinate, and guide these groups of libraries and other information sources into meaningful participation in such networks.

34. The state library agency has a responsibility to promote network concepts for the optimum use of resources.

The network ensures maximum use of the full range of both print and nonprint media and realia.

A formal, coordinated structure is essential to ensure maximum bibliographical access as well as effective and efficient utilization of the total library and information resources within a state. Only with a formal structure will the total library and information resources within a state be identified and enabled to function as components in the evolving national information system.

35. The state library agency shall exercise leadership in keeping pace with the technologies which assist libraries in acquiring, recording, and processing all forms of informational materials related to the special needs of the state, making such information accessible through networking.

Networks will be effective only if the organization of materials at each level is based upon sound principles. The state library agency has a responsibility to advance technical services through centralized facilities, to achieve economical, expeditious ordering and processing of materials, and to assure a consistent quality of bibliographic data to provide orderly and ready retrieval of information and materials.

Through technology and technical competence, bibliographical access and exchange should be achieved, in order to draw universally upon "reservoirs of information."

36. The state library agency shall exert leadership to effect exchange of information and materials through networks that open new sources and channels for the flow of information.

New methods of indexing, recording, storing, retrieving, and disseminating information are being developed by public and private agencies, frequently utilizing computers and other electronic devices.

The means and methods of assuring efficient access to information and materials will vary as each state develops the best possible pattern suited to its particular characteristics and resources.

37. The state library agency shall assume the responsibility for ensuring that the networks of library and information sources within a state's own borders transcend state boundaries and are linked to other networks—state, regional, national, and international.

38. The state library agency shall encourage, by grants and other funding, the development and continuation of networks.

Funds should be used to encourage the interrelationships of libraries, information centers, and bibliographic sources of all types and at all levels.

The state should make financial compensation available to institutions which enter into a formal network structure as an incentive to attain the full service potential.

Chapter 5
LIBRARY SERVICES TO STATE GOVERNMENT

Relevant information and recorded knowledge must be continually brought to bear on the affairs of government. Lacking such resources, everyone from the chief executive to the individual state employee acts in at least partial ignorance. With these resources the legislator can know the facts in the case, the judge can trace the law that applies, and the department chief can be informed on the issues.

The general and the legal collections at the state level form the basis of library service to government. Reference and research resources over the state are called on as needed to meet state problems. In addition the work of state government may require specialized collections and staff to support the functions of judicial, legislative, executive, and administrative branches and of any special study commissions.

While many of the collections of material—on law, documents, history, and archives—are vital to agencies and people outside state government, they are included here because no state government can function effectively without them.

39. The state shall maintain a complete collection of its own state government and of current documents of comparable states, plus a strong collection of both local and federal documents.

Collections of government documents are of prime importance for historical research, for public affairs, and for meeting particular informational needs. The full collection for each state will normally be maintained by the state library

agency, and a checklist of state documents should be published periodically by the state. Regional centers for state documents should also be developed within the state in existing libraries, and the agencies administering them should be encouraged to collect local publications and official reports for their areas as well. The state should ensure that complete federal documents resources are universally available by endorsing the designation of strategically located federal regional depositories. These should be adequately organized, staffed, and serviced. The state may assist in funding to fulfill the functions stipulated in the Federal Depository Act.

40. The state shall maintain a high level of information and reference service for government agencies and the courts.

Such service begins with quick information service available both in person and by telephone. It extends to extensive bibliographic searches sometimes needed by officers and staff of government. It includes guidance and assistance to state researchers on government assignments. It may include précis writing and preparation of material for reports. Information service at the state level should reflect both reference skill and knowledge of public affairs and government. The information service is based upon the comprehensive collection maintained by the state, usually designated as the state library. In those instances where another library or agency is available to serve the state government, the reference service must be conveniently and genuinely available to government workers during all hours when the offices are open.

41. A special information and research service shall be provided for the legislative branch of government by or in close coordination with the state library agency.

Legislative reference or information service, as it is often called, involves research and the digesting of information, in a close and confidential relationship with members of the legislature. In some states this service is given by existing state library agencies, while in others a separate unit has developed. Where the legislative agency is a separate unit, the state library should assure that the necessary backup collections are readily available and accessible. Legislative reference service is one of the important resources specified by the Council of State Governments: "To meet their generally increased responsibilities, the state legislatures need the assistance of highly competent service and research staffs."

42. The state shall maintain or otherwise provide access to a com-

prehensive law collection covering primary and secondary legal materials, including those accessible only through computerized databases, in order to support the legislature, the operation of state government, and the administration of justice.

The collection should contain the primary and secondary materials of the state itself. These include constitutions, codes and statutes, session laws, and other legislative documents and materials; court reports and rules (high, intermediate, and special courts), appellate court records and briefs, opinions of the attorney general; decisions, rules, and regulations of administrative agencies and tribunals; digests and encyclopedias; citators, indexes, local treatises, and practice books; publications of the law schools and bar associations; and primary materials of the local government corporations. There should be duplication of the state materials since the law library should serve as a repository.

The same categories of materials should be held for all other states, with the possible exception of local treatises and practice books, digests, legislative history materials, records and briefs, and local materials below the state level. The primary and secondary legal materials of the federal government are essential, including the report (decisions) of all federal courts and administrative agencies, statutory materials and legislative histories, treaties, administrative rules and regulations, digests, and citators. The location of the law collection in relation to the comprehensive general state library will determine the need for the nonlegal state and United States government documents and for other nonlegal but related materials.

There should be complete coverage of the regional reporter system (reports and citators), the American digest system, annotated and selected subject reports and digests, treatises and related materials, loose-leaf services, restatements of law, uniform state laws, legal periodicals and the indexes thereto, American Bar Association publications, annual institutes, dictionaries, form books, bibliographies and bibliographic tools, as well as a strong collection of the literature related to the law. Primary and selected secondary legal materials for the principal Anglo-American jurisdictions are necessary. The extent of the collection of international and comparative law and of foreign law will depend upon the circumstances of need and use as well as upon the location of the law library with respect to a more comprehensive legal collection in the area.

The law collection should be maintained for the judicial, legislative, and executive branches of state government and

for the lower courts, attorneys, students, and the general public. If the appellate court and executive departments operate outside the state capital, branch legal collections must be maintained in these locations. The law collection should serve as a resource center for the libraries of the circuit or county courts and the bar associations.

43. The state shall support a program to assure the existence and preservation of a strong collection of history related to the state—regional, state, and local—accessible to government officials, research workers, and the interested public.

The primary, nonofficial source materials relating to the history of the state should be available. These source materials would include private manuscripts, corporate records, files of locally published newspapers, periodicals, pamphlets, maps, broadsides, photographs, and publications relating to the history of the area and its people.

44. Each state shall have an archival program for the preservation and organization of the state's own records and of the records of local government, and shall have a records management program for management of the life cycle of state records from creation to disposition. Disposition includes the preservation of certain records, as well as the disposal of nonessential records. If the archival responsibility is assigned by law to the state library agency, the library is committed to an active program. If it is assigned to another agency, the state library shall not attempt to duplicate this function.

An archival depository is necessary to preserve and service permanently valuable official records needed for the legal and administrative functioning of government, for the verification and protection of the rights of individuals, and for historical and other research. It should include the records of antecedent colonial and territorial governments. The materials should not only be stored but also be arranged and described so that needed records can be found readily. Unless the archival agency is also in charge of records management in the agencies and subdivisions of the state, it should have close working arrangements with the agency or agencies that exercise this function. Inasmuch as it has basic responsibility for the selection and preservation of permanently valuable records, no records should be destroyed without its approval. In states where responsibility for local archives rests with local governments, it is the task of the state archival agency to stimulate interest in their preservation and to furnish guidance in the application of proper methods.

45. Specialized working libraries are needed in many divisions and agencies of state government. Such libraries shall be developed as branches of or in close coordination with the central state library agency which has the comprehensive collection.

Individual officers and workers often need ready reference sources located immediately at hand. With a strong central collection and services available, these quick reference needs can be served by desk collections or shelves of books in offices. Small working collections may be set up for this purpose without establishing complete libraries. Where the size, location, and nature of the particular government department makes separate libraries essential, they should be planned and coordinated in close relation to the central library agency. Uniform systems for acquisition, processing, and discarding should be followed, and a union list of materials should be maintained. The central library should act as backstop for departmental libraries while at the same time departmental library resources should be available for general use.

46. A clear and continuing official relationship shall exist between state library agencies and officials with responsibility for the libraries which the state maintains and for its health, welfare, and correctional programs.

This relationship facilitates both the initial development of institution libraries and their continual guidance. The relationship should be set forth in official statements of policy so that it is recognized by institution and other government officials concerned (fiscal, personnel, etc.) as well as by state library officers. The standards to be maintained can be derived from official library standards for health care facilities, school media programs, and correctional institutions and adjusted to the specific purposes of each agency.

47. The library services and programs in state institutions shall be consistent with all appropriate standards which have been adopted by the American Library Association.*

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*When standards referred to in this document are superseded by a revision approved by the American Library Association, the revision shall apply. Current ALA standards for library services and programs in state institutions include:

Library Standards for Adult Correctional Institutions (1981)
Library Standards for Juvenile Correctional Institutions (1975)
Library Standards for Jails and Detention Facilities (1981)
Standards for Libraries at Institutions for the Mentally Retarded (1981).

The institution library should provide carefully selected materials which contribute to educational, vocational, recreational, and cultural programs. The collection should be geared to the special reading needs and abilities of the institution residents.

Bibliotherapy should be developed and utilized in the rehabilitation process. Institutions should provide access to legal materials for residents who seek better understanding of their civil status.

Institution library staff should participate in the development of rehabilitation programs, attend institution staff meetings, and have regular access to continuing education opportunities.

48. The resources of state institution libraries shall meet the immediate administrative and technical needs of the staff, and shall be tied into networks of resources for specialized materials not held within the institutions.

Since staffs of institutions are specialized in training and skill, resources at their command should include good working collections, whether in medical, welfare, or correctional fields. Institution library collections, as well as other decentralized departmental collections maintained by the state, should be tied into networks of resources for specialized materials. Particular attention must be given to rapid communication between the state library and all institution libraries.

Chapter 6
ORGANIZATION OF STATE LIBRARY SERVICES

There is no one standard structure or prototype for state library service. State governments have developed in different ways, at different times, to different extents, with different principles of administration determining the structure of state government.

A state library agency carries the major responsibility for library development and library coordination. It is that unit in state government charged by law with providing the state's library program, with coordinating library planning for total library service, and, in many cases, with providing library service to state government.

The state library agency receives and disburses state and federal funds for library services according to state and federal authorizations and appropriations. It is responsible for the statewide library program

for research, planning, leading, and coordinating; for seeing th services improve and development takes place within the state; for providing direct services where appropriate; and for acting on behalf of the state in cooperative programs with agencies outside the state.

The administrative structure for library service need not be the same from state to state, even as it need not be the same among private enterprises. There are, however, principles of organization which apply generally, and which must be followed if the full range of state library activities is to be maintained at a sound level and at reasonable cost. These principles form the basis of the standards for state library organization.

49. The agency or agencies providing state library services shall rest upon clear statutory provisions which define the functions to be performed, provide authority for these activities, and ensure the legal basis for a flexible program to meet the needs of the state.

The authority of the state library agency should be made explicit by statute. It should be possible in every state to find the legal authorization for the program maintained. This authority should not be narrow or restrictive, but rather should provide opportunity for meeting library needs as they emerge.

50. The state library or state library agencies shall be so placed in the structure of government that they have the authority and status to discharge their responsibilities.

State library functions may be carried out through a separate library agency reporting directly through its chief administrator or its governing board to the executive and legislative branches of government, or through a unit in a large department also responsible for other state government functions. In either case, the state library functions should be clearly visible to state government policymakers and the general public. They should be so placed in the structure that they have effective strength when budgetary and administrative priorities and decisions are made. When state library functions are located within a larger agency, special effort must be made by both the administrative head of the larger agency and the head of the state library agency to ensure that the state library agency's responsibilities and programs are given their proper status and visibility.

The chief administrative officer of the state library agency should have clear statutory authority for the operation of agency programs and be administratively accountable for their management by both an administrative superior and the consumers to whom services are delivered.

The state library or state library agencies should be advised by a broadly representative board, commission, council, or committee.

51. Every state shall make clear administrative and legal provision for each of the following library-related responsibilities at the state level: (1) planning and coordinating the development of statewide library services for academic, public, school, and institution libraries; (2) effecting cooperation among the several types of libraries in resource-sharing and library networks; (3) supervision and management of state and federal grants-in-aid for library development; (4) library services for the three branches of state government; (5) preservation of the state's history; (6) management of the state's records and their archival conservation; (7) bibliographic control and distribution of state documents and publications; (8) provision of library service for blind, deaf, and handicapped persons; and (9) provision of library service for the residents and staffs of state-operated schools, hospitals, and correctional institutions. Qualified personnel shall be assigned to each responsibility.

These functions may or may not be within the state library agency or even in one state agency. There is no optimal pattern in which these functions can best be placed in an organization. No matter what the structure, it should be possible to easily identify the responsible units and to verify that the units recognize and discharge their obligations.

52. Agencies charged with meeting state responsibilities for library services shall be unified as one department or division of government to the extent possible and advisable under state law, policy, and tradition.

Reorganization need not be forced if the full state program is coming up to standards, but it should not be delayed because of inertia. Even as the state's responsibilities for schools are best handled in a single education department, so the library affairs of the state should be administratively unified. This unification enhances planning for full library needs, balanced development among library functions, coordination among related activities, effective overall budget preparation and presentation, and efficient use of facilities, as well as the avoidance of unnecessary duplication. Most important, a unified state library agency permits the strongest leadership at the state level. Unification does not mean subjection or neglect of particular functions. Every state, and every state library official, has the obligation to plan for

effective, coordinated library services with a structure that places all library functions provided by the state in relative positions of authority and status.

53. Provision shall be made in every state for agencies or units devoted to such special services as historical materials, law collections, archival materials, and legislative information and research service.

These special services have developed in various structures in the states: sometimes as part of a central state library agency, sometimes in separate units, sometimes as independent agencies. Historical collections, for example, have been built by state historical societies and groups; many law collections are under the jurisdiction of supreme courts; archival resources are closely associated with the record-keeping function of government and therefore are related to the department or division of administration; legislative information service may be an arm of the legislature. Each of these may operate effectively as integral parts of a central library organization, as units of government which they serve, or as independent agencies. In any case, adequate provision must be made for these important services. Whatever the organizational structure, such special services should be coordinated with other state library resources and services.

54. State library functions divided among several state agencies should be coordinated in a clear-cut plan which provides for consultation and cooperation and which specifies division of responsibility.

A special obligation for joint planning and for coordinated development falls upon the administrators of separate state library agencies. Cordial relations alone are not enough. The functions of each agency should be defined legally and in practice, activities not covered should be allotted to a designated unit, unnecessary duplication of resources should be eliminated, facilities should be shared whenever possible, and the whole state library program should proceed as an entity even though provided by different administrative units.

55. Development and coordination of school library media centers should be an accepted responsibility of the state's department of education.

The school library media center must be an integral part of the total school program. For this reason, media consultants at the state level should be in the closest possible

organizational contact with other consultants and supervisors responsible for the curricula and special aspects of elementary and secondary schools. Such integration is usually best achieved by placing the functions of media specialist (library and audiovisual specialist) in the Department of Education.

Consultant service to media centers must be closely coordinated with other state library activities because of the expanding demands for library materials by students and in the interest of coordination at the state, regional, and local level. Coordination can be accomplished by frequent and meaningful contact between the state library agency director and the chief state school officer and through a school-public library liaison officer.

Chapter 7
PERSONNEL

Agency personnel exercise leadership, which requires extensive and varied professional experience.

The personnel in an agency render general and special library service, and may be responsible for both popular and research resources. Special qualifications and experience are required in such areas of responsibility as law, legislative reference, public relations, subject bibliography, data processing, systems management, planning, evaluating, planning and equipping library buildings, and services to special groups.

56. Professional library staff shall hold a degree from a graduate library school accredited by the American Library Association or by the accrediting authority of the state. Consultants shall have completed graduate education and have experience in the type of library service on which they consult. Specialists for law, history, legislative reference, and other disciplines shall have studied the subject fields in which they work.

57. Party affiliation or political contribution shall not be a factor in appointment or dismissal of state library agency personnel, including administrator of the agency. Dismissal shall occur only after the presentation of charges against the employee, examination of those charges by the employee, and review of the charges by a panel, if requested by the employee.

58. Employees of state library agencies shall work within a position classification plan that defines levels of employment.

59. Employment within a state library program shall constitute a career service.

The career structure rests upon a classification and pay plan. Under such a plan, outstanding performance should be rewarded financially.

60. Positions in the state library service shall be open to all qualified candidates, regardless of race, color, creed, sex, age, physical or mental handicap, individual life-style, or national origin. Hiring disabled individuals in all types of libraries is consistent with good personnel and management practices. Key factors in the selection of library personnel are training, knowledge, job interest, and the particular physical or mental abilities to do a specific job.

61. A salary scale related to defined levels of employment within the classification plan shall be provided.

Salaries for professional personnel shall be at or above the national level for positions requiring comparable ability, experience, and responsibility, as well as comparable to those in other state departments. Salaries for subprofessional personnel should be competitive with nonlibrary positions in the state service.

62. Personnel shall have a retirement program for which the state shares the cost. Annual vacation of at least twenty working days, provisions for compensatory time, health insurance for regular and major medical and dental expenses, sick leave for prolonged as well as occasional illness, and opportunity to attend professional meetings and for advanced study shall be provided for agency personnel.

Chapter 8
PHYSICAL FACILITIES FOR STATE LIBRARY SERVICES

State library services require facilities designed to accommodate their unique functions. Such buildings should meet the standards for other libraries, where applicable, and should be functional, flexible, and inviting.

63. The program of library service shall determine the physical facilities.

Planning or remodeling a library building should be undertaken by a team, including the governmental authority responsible for its construction, the librarian, the architect,

and a library-building consultant. Planning should include a study of needs and objectives of the library service program, a review of materials about library buildings and the planning of library buildings, visits to existing libraries, and the writing of a building program statement.

64. Buildings to house state library services shall be located for maximum accessibility to all components of state government.

Service to government—the legislative, executive, and judicial branches—is a prime responsibility of state library agencies. Accessibility of resources to state legislators and their staff, to members of the executive departments and their staff, and to members of the judiciary and their staff is of vital importance to the ability of these servants of the state to perform their tasks adequately.

65. A state library building shall have all the qualities of a well-planned library plus the provision of space required by its special functions.

Archival and similar records, talking books, and books in braille require extra space and load-bearing capacities. Historical materials may require special vaults. Storage facilities are needed for little-used materials. The nature of use of the state collection calls for considerable study space for individuals, such as carrels.

In view of the nature of the work, individual offices should be provided. Adequate office space should be provided for support staff.

Multipurpose meeting rooms should be provided for the activities and conferences carried on by state library agencies.

66. An architect shall be commissioned who combines the ability to plan for functional needs and to design an aesthetically satisfying structure compatible with other state buildings.

Not all architects have experience in designing library buildings. Often, the utilization of a state architect may be required. A well-prepared, detailed building program is a basic element in assuring the design of a functional structure. Having the library-building consultant member of the team work with the architect is another assurance. In some cases, it may be desirable to bring in consulting architects who have had experience with library buildings. It is essential that the architect work with all these advisers to guarantee that the functional needs of the library are met and that the library is attractive, inviting, and compatible with other state buildings.

67. The site, plan, and construction of state library buildings shall provide for maximum flexibility in the use of space. Programs and patterns of operation shall not be limited by the building design. Expansion to meet future demands shall be easy to achieve.

Buildings for state library service must reflect the library services. It must be possible to adjust space to new needs and to add vertically or horizontally when necessary.

Appendix A
STATE AND LOCAL HISTORY: THE STATE'S RESPONSIBILITY FOR COLLECTION AND CARE
(a Clarification of Standards 43 and 44)

The state has a responsibility to preserve its history and its historical resources. It is the duty of the state to collect material bearing upon the history of the state and of the territory therein, to make the material available to the public, and to preserve it for future generations. The state's historical collection should include information on the political, religious, economic, and cultural history of the state and area. It is important not only that the state's historical background be stressed, but that the collection be kept alive and up-to-date and include information, historical and statistical, relative to the present time. Materials in the state's historical collection should include printed histories—regional, state, and local; maps of the state and territory; pamphlets; broadsides; programs; pictures; files of newspapers published in the state; locally published periodicals; histories of business firms, organizations, schools; house organs; trade catalogs; sermons; speeches; biographies and biographical material about citizens of the state; books by state authors; and private manuscripts.

Custody of Materials

While these materials are diverse in their characteristics, they may be placed in the charge of a single state agency, if facilities for the proper housing and funds for the administration by professionally trained personnel are provided. In those states where there is no existing agency supported by state funds, such as a state historical society with state support, or where such an agency exists but is not

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actively engaged in collecting and making available resources connected with the state, it is the responsibility of the state library to assume these duties. The state should assume the task of collecting state and local history for all the people of the state. The task should not be left entirely to private organizations whose main responsibilities are to the membership of their associations.

Private manuscripts such as letters, diaries, journals, account books of a nonpublic origin pertaining to the state and its people should be included in the state's historical collection. Inasmuch as the care, cataloging, and preservation of manuscripts involve different procedures and techniques than those of the librarian, the state should establish qualifications for the position of curator of manuscripts that include special training in or knowledge of such techniques.

Appendix B
THE RELATIONSHIP AND RESPONSIBILITIES OF THE STATE LIBRARY AGENCY TO STATE INSTITUTIONS
(a Clarification of Standards 46–48)

The provision of adequate library services to and within state institutions is of concern to state library agencies. This concern stems from several factors:

Persons in institutions, whether hospitals, correctional institutions, or residential schools for persons with special handicaps, have needs that are unique to the individual and/or the type of institution. Library services must be geared not only to general interests and abilities, but also to the special needs of persons in various types of institutions and to the purpose and program of each institution. Some of these may require services, materials, and library programs that are highly specialized. The primary purpose of such library service can be determined only in terms of that of the institution.

Library services must also provide for the staff and residents in the institution. Each agency must fulfill its own responsibility for the basic services and collections which will be meaningful for staff, residents, patients, or inmates.

Standards exist which outline the scope of these responsibilities. Specific standards for libraries in hospitals, correctional institutions, schools, etc., point to the role of the state library agency as one of supplying supplementary resources and services and of coordinating statewide programs.

The major role of the state library agency shall be to assist each agency as one of supplying supplementary resources and services and of coordinating statewide programs.

The major role of the state library agency shall be to assist each agency to carry out its own role in a coordinated effort. The development of state plans and of the plans and policies of each appropriate agency and institution should reflect this purpose. The state library agency, in administering federal funds and other appropriations, should strengthen the capability of each agency to carry out its own share of the program.

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